2019 - 2020 Faculty Research Mentoring Program

PROGRAM GUIDELINES AND APPLICATION FORM

Introduction

The Faculty Research Mentoring Program is sponsored and administered by the Office of Research and Sponsored Programs (ORSP) to foster the exchange of ideas and best practices in funded research. The program is designed to pair faculty members with significant extramural funding experience with tenure-track faculty members who wish to be mentored, and commit to submitting a fundable research proposal. The program will also provide research teams (mentor and mentee) with increased access to ORSP, including opportunities for trainings, increased support from an ORSP Pre-Award officer, and/or brainstorming/feedback sessions. The program period is 7/1/19 – 12/31/20. In its third year, the Faculty Research Mentoring Program will fund up to three (3) awards.

The specific goals of the Faculty Research Mentoring Program are:

1. To provide support and guidance to faculty members primarily in the areas of grant preparation and submission.
2. To provide a professional and confidential relationship where ideas can be exchanged, feedback can be provided and skills can be enhanced.

The mentee will seek a mentor with the objective of working together to determine and develop their meeting agenda and requisite research proposal. The mentoring team can be from the same college or department, but it is not required. Successful pairs will receive $8,000 in research-related support funds, such as scholarly travel, supplies, membership fees, etc. -- $5,000 for the mentor and $3,000 for the mentee. Applications will be reviewed by MSU’s University Research Committee, and recommendations will be forwarded to the Provost for final approval.

Eligibility

Mentees who wish to participate in the program must be a tenure-track, assistant professor. As part of the application, mentees require approval from their department chair and college dean.

- Mentors must be at least an associate professor with demonstrated success in applying for and receiving extramural research funding as a principal investigator.
- Mentors may only have one mentee in a given program year, but they may have subsequent mentees.
Responsibilities of the Mentee

- The mentee must complete and submit the application form with attachments.
- The research team must together submit the following:
  - An Initial Program Goal Form at the start of the program period, identifying specific goals and objectives. This should be completed during a face-to-face meeting.
  - An Interim Program Goal Form due by April 30, 2020 to demonstrate progress and revise goals as necessary
  - A Final Program Goal Form due no later January 31, 2021
- The mentee will work jointly with his/her mentor to develop and submit at least one full, competitive research proposal for extramural funding by December 31, 2020. **The mentee is to be listed as the principal investigator.** The mentor can be listed as co-investigator or advisor, as is appropriate.
- The mentee will be required to attend at least one training session with ORSP (dates TBD). Further, the research team is expected to meet with their assigned ORSP Pre-Award officer at least twice during the program period.
- Both mentor and mentee must participate in the program evaluation by completing an evaluation survey no later than January 31, 2021.

If the submitted proposal is declined by the sponsoring agency, the mentoring team will be strongly encouraged to revise and resubmit the proposal within one year of the notification of a decline to award.

Responsibilities of the Mentor

- The mentor will work closely with his/her mentee over the course of the program period to provide guidance on best practices when conducting funded research and the development of a proposal.
- The mentor will work with the mentee to identify various funding opportunities as well as potential internal and external collaborators. The mentee must develop and submit at least one, full competitive research proposal for extramural funding by December 31, 2020. The mentee is to be listed as the principal investigator. **The mentor can be listed as a co-investigator or advisor, as is appropriate.**
- The mentor should treat all interactions and discussions with his/her mentee as confidential.
The research team must together submit the following:

- An *Initial* Program Goal Form at the start of the program period, identifying specific goals and objectives. This should be completed during a face-to-face meeting.
- An *Interim* Program Goal Form due by April 30, 2020 to demonstrate progress and revise goals as necessary
- A *Final* Program Goal Form due no later than January 31, 2021

- As part of the research team, the mentor is expected to meet with his/her assigned ORSP Pre-Award officer at least twice during the program period.
- Both mentor and mentee must participate in the program evaluation by completing an evaluation survey no later than January 31, 2021.

The role of the mentor is to provide supportive guidance and constructive feedback in attracting and managing extramural funding. Mentors are also expected to be available on an as-needed basis, based on the specific goals and needs defined in the Program Goal forms. This contact may include such activities as: phone calls, jointly attending workshops, or by video conferencing.

A good relationship with a supportive, active mentor can contribute significantly to a new faculty member’s career development and satisfaction. The mentor will need to sign his/her mentee’s application form as acknowledgement that he/she agrees to participate in this program.

**Mentor/Mentee Matching Criteria**

Please consider the following criteria when determining the best possible match:

- Similar or complementary academic and research interests
- Accessibility and opportunities for consistent meeting times
- Alignment of the mentor's expertise and experience with the mentee's
- Alignment of the mentor's current position or role with the mentee's aspirations

**Review and Evaluation Process:**

Applications will be reviewed and evaluated by the MSU University Research Committee whose members represent all MSU colleges/schools. Mentees will be notified of the status of their application by ORSP in late spring. Mentee applications will be evaluated, scored, and ranked based on the following criteria:

1. **Research Focus:** Is the proposed research initiative and its importance clearly articulated?
2. **Experience & Compatibility**: Does the proposed research initiative build upon the strengths of the mentor/mentee partnership?

3. **Engagement**: Does the application demonstrate a plan of action for meaningful engagement and interaction of the mentee and mentor?
   a. Mentoring teams are expected to work closely over the course of the award year, exploring best practices when conducting funded research and the development of the joint proposal. Mentor/mentee teams are expected to meet face-to-face meeting at least once per semester and communicate as needed by phone or videoconference, throughout the duration of the program.

4. **Intended Outcomes**: Does the application clearly articulate the intended outcomes and goals for the funded year?
   a. Mentor/mentee teams are expected to outline intended outcomes/goals for the funded year. Outcomes/goals should be related to the following performance categories:
      i. Research grant preparation and submission
      ii. Enhancing professional visibility through networking, publishing, conference travel, etc.
      iii. Organizational skills/time management

5. **Value**: Does the application clearly articulate the potential value of the research mentoring relationship?

**Obligations of those who receive Faculty-Research Mentoring awards:**

- Follow University purchasing and accounts payable procedures.

- Submit all receipts for reimbursement.

- Funds cannot be used for faculty stipends.

- All funds must be used by the end of the program period.
Tips for Mentees

- Exchange CVs with your mentor to stimulate discussion about career paths and research opportunities.
- Work with your mentor to make scheduled meetings a priority and take advantage of email and telephone communication to stay in touch.
- Find out about research opportunities and become familiar with the resources available to support and strengthen your research efforts.
- Write down questions as they occur to you and work with your mentor and others at the university to help you seek the answers.
- Be willing to ask for help.
- Remember that your success isn’t just important to you, it’s also important to your mentor, your department, your college and the university.

Tips for Mentors

- Exchange CVs with your mentee to stimulate discussion about career paths and research opportunities and possibilities.
- Provide constructive criticism and feedback on the development of the joint proposal.
- Ask about and encourage accomplishments of your mentee.
- Use your knowledge and expertise to guide your mentee and assist him/her in identifying and building upon his/her own strengths.
- Make scheduled meetings with your mentee a priority and be in contact at least twice monthly in person and weekly by telephone or email.
- Share the knowledge of important university activities, events and programs.
- Assist your mentee in developing a network of other faculty members to promote cross-college and interdisciplinary research.
- Assist your mentee in exploring institutional resources which are vital in developing his/her career path and achieving valuable research experience.
FACULTY RESEARCH MENTORING AWARD

2019 - 2020

December 2018  Faculty Researching Mentoring Award application announcement to all faculty

February 8, 2019  Final date for application submission via Cayuse 424

May/June 2019  Applicants are notified of funding decisions

6/30/19  Deadline for awardees to review and sign the Terms of the Award

9/30/19  Deadline for awardees to submit the Initial Program Goal Form.

Oct/Nov 2019  Mentee and Mentor expected to meet with ORSP Pre-Award team member to discuss goals and timelines

Feb/March 2020  A group training specifically for Mentees will be provided by ORSP (Mentors will be invited, but not expected, to attend)

4/30/20  Deadline for awardees to submit an Interim Program Goal Form

Sept/Oct 2020  Mentee and Mentor expected to meet with ORSP Pre-Award team member

12/31/20  Deadline for awardees to submit a full, competitive research proposal via ORSP to an appropriate external sponsor

1/31/21  Deadline for awardees to submit a Final Program Goal Form and complete the Program Evaluation
FACULTY RESEARCH MENTORING FUNDING APPLICATION

2019 - 2020

Due to ORSP via Cayuse 424 February 8, 2019

Directions

☐ Complete and sign the funding cover sheet

☐ Attach to the funding cover sheet, include a two to three-page description (1” margins, 12 pt. Times New Roman font) of your proposed research initiative, plan for meaningful mentor-mentee relationship, intended outcome(s), and the potential value of this research mentoring program to you (not to exceed three single-spaced pages; no appendices). Because the review and selection committee will encompass all MSU colleges/schools, your description should be written for a broad audience and easily understandable by faculty members from other fields.

☐ You must attach a two page CV (not included in the above page limits) for the mentee

☐ You must attach a two page CV (not included in the above page limits) for the mentor

Applications are required to be submitted via Cayuse 424 (https://montclair.cayuse424.com/). It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by February 8, 2019. Late applications will not be considered.
FACULTY RESEARCH MENTORING

SUBMISSION INSTRUCTIONS

Applications are required to be submitted via Cayuse 424 proposal submission system. After completing the application per the guidelines above, please follow the directions below:

2. Click on Cayuse 424 and choose Proposals from the main menu.
3. Select the Create Proposal button at the top of the screen.
4. Click the radio button next to Other Proposal and then press the Create button.
5. On the Create Proposal screen, fill in the following information:
   o Proposal Name: Enter FY20 FRM_Mentee Last Name.
   o Principal Investigator: The applicant will search for his or her last name using the PI Search Box. (Note: If the applicant’s name does not appear in the search, please contact Sam Wolverton at wolvertons@montclair.edu.)
   o Organization: Select Montclair State University from the dropdown menu.
   o Default IDC Rate: Select On Campus_Salary and Wages from the dropdown menu.
   o # of Budget periods: Select 1.
   o Due Date: Enter 02/08/2019.
   o Validation Type: Leave this as Other - Minimal.
6. On the left-hand side of the screen, under Proposal Summary, click on Supporting Documents.
7. Click the Add button on the Supporting Documents Attachment Page. In the Upload attachment window, complete the following:
   o Select Choose Final and select the application file from the applicant’s computer.
   o Enter Faculty Research Mentoring Application as the Attachment Name.
   o Click the Upload button.
8. On the left-hand side of the screen, select **Routing & Approval**. Click the button next to **Edit Chain?** and complete the following in the **Edit Routing Chain** window:
   
   o Click the green cross button under the applicant's name. Search for the last name of your Department Chair in the Search box. Select the correct person in the Search Results box and click the **Add to Chain** button at the bottom of the screen.
   
   o Click the green cross button under the Department Chair name and repeat the search process to add Kathryn Dorsett.
   
   o Click the **Close Edit Chain Window** button.

9. Once the Routing Chain is complete (consisting of the applicant, applicant's Chair and Kathryn Dorsett), click the box next to the applicant's name to initiate the submission process.

10. Once the application has been fully routed and received by ORSP, the applicant will receive an automated message from Cayuse that the routing process is complete. **It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by February 8, 2019.**
2019 - 2020 Faculty Research Mentoring Program

MENTEE APPLICANT DATA:

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MENTOR APPLICANT DATA:

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1. Please briefly describe your research interests
   ___

2. Potential Funding Sources (If applicable, please list potential funding sources which you have already identified for your research):
   ___

**Required Approvals:**

Mentee’s Signature: _______________________________  Date: ___________________

Mentor’s Signature: _______________________________  Date: ___________________